

Date: March 31, 2005

To: Snowmobile Program Sponsors

From: David L. Downing, Snowmobile and ATV Program Manager

RE: 2005-2006 SNOWMOBILE TRAIL FINANCIAL ASSISTANCE / SIGN ORDER FORM

Enclosed you will find an application for the 2004-2005 snowmobile season and a sign order form. Please review the application carefully and be sure to complete each section thoroughly. If you need clarification of the rules that I've provided, please contact me prior to completing the application.

The sign order form and application for funding must be received in my office by **4:30 p.m. Friday, July 1, 2005**. Make sure a copy of the minutes approving the grant application is included with the application and **be sure to mail early**.

If your club is requesting pre-payment, Kathleen Moench with the Budget and Finance Bureau will request bonding information when the agreement for funding is sent to you. There is NO need to mail the bond information to me at this time.

Pre-payment rules to remember:

1. Up to 90% of the total grant award can be pre-paid, however, bonding is required in a sum no less than the total pre-payment amount.
2. A signed letter requesting a 90% pre-payment is required before any funds will be sent.
3. Following grant awards, the sponsor must sign and return their grant agreement to the Department prior to receiving any pre-payment.
4. Grant awards are subject to funding availability.

Other rules:

1. The labor rate for club members performing repairs or groomer operation is \$5.50 per hour; any rate paid above this amount will be the responsibility of the club.

If you know you will have a large repair that you wish to have paid, include this information in your grant request. Please do this even if you have talked to me already. Prior to the state paying for these repairs, I need **three quotes** or attempts at quotes. If there is only one or two shops in your area that can do the work, get a statement from the third or send me something to that effect. I need this even for parts. Remember, I need to be told of the expense **before** it takes place in order for your club to be reimbursed. The quote/bidding process is required under state rules.

If you have any questions please feel free to call me at 515 281-3449.
Again the deadline for application is **4:30 July 1, 2005**.

2005-06 IOWA SNOWMOBILE COST-SHARE PROGRAM
DIRECTIONS AND EXPLANATIONS

These directions are to help you in preparing your application for the next snowmobile season. To be eligible, your application must be in this office no later than 4:30 p.m. July 1, 2005. Also enclosed is a "Snowmobile Trail Sign Order" form which should be returned with your grant application. **Please keep sign orders reasonable.** If you have questions call David Downing at 515/281-3449.

The following is the process required for applying for snowmobile funds:

1. A sponsor can be a governmental subdivision (counties or cities) or incorporated organizations. The first step will be to identify who your local program sponsor will be for next year.
2. Identify your snowmobile trails on a GPS unit per Department directions. Each club must provide a GPS map of their trails to be eligible for grant funding.
3. Trails must be open to the public for a club to participate in the grant program and receive funds and signs from the program.
4. Be certain you have approval from the County Board of Supervisors for trails along county roads and that the County Engineer is aware of trails in county road ditches; and that the Iowa Department of Transportation District Engineer has approved your trails in state highway ditches. Securing these approvals is the responsibility of the sponsoring organization.
5. Complete the front and backsides of the application form. **If the address shown is not for the officer who has signed the application, please note whose address it is.** If justification or explanation is necessary to explain a specific request, please provide enough information for the grant review and selection committee to help them understand the need for your request. **Be sure to check the addition and to add up all elements of the grant request for TOTAL line.**
6. Complete any agreements that may be necessary between the local snowmobile club or association and any involved governmental subdivision.
7. If an incorporated private organization (snowmobile club) is the sponsor, your club chair and treasurer are required by the state administrative rules to be bonded if you wish to receive pre-payment. Kathleen Moench with the Budget and Finance Bureau will request this information when the agreement for funding is sent to you.
8. Mail your application to: David Downing, Snowmobile and ATV Program Manager, Department of Natural Resources, Wallace State Office Building, Des Moines, Iowa 50319-0034.
9. Make sure you've included the following: Completed application, sign order form, minutes from official board meeting approving the submission of the grant application, detailed GPS maps indicating the primary and secondary trails you groom and proof of liability insurance. Be sure to include each of these items in order to be considered eligible for grant funds.

SNOWMOBILE TRAIL GRANT APPLICATION 2005/2006

This application constitutes a formal request for a cooperative agreement to acquire, develop or maintain snowmobile trail grooming equipment or trail facilities.

Return to:

David Downing
Department of Natural Resources
Wallace State Office Building
Des Moines, IA 50319-0034
Phone 515-281-3449

Submitted By:

				Date: ____/____/____
Agency or Club Name				
Corporation Number				
Street or P.O. Box	City	State	Zip	
Signature of Chairperson or President		Name of Chairperson or President		
(H) _____	(W) _____	_____		
Phone Number		E-mail		
Alternate Contact Information (include name, address, telephone & e-mail information)				

List County(ies) Covered by trail operations _____
Miles of Primary Trail: _____ Miles of Secondary Trail: _____

GROOMER INFORMATION

(if applicable)

Groomer Make & Model Number: _____ Year of Groomer: _____

Serial No.: _____ Hours on Groomer: _____

Owned By: _____ Operated By: _____

If you want/need a new groomer check here _____. Submit background information as to why the club needs a new one.

Leasing equipment to groom snowmobile trails is an option for clubs without groomers. Grant funds can be used to lease snowmobile trail grooming equipment for actual per hour cost for the machine up to \$50 / hour.

LEASE INFORMATION

(if applicable)

Equipment Make & Model Number: _____ Equipment Owner: _____

Operated By: _____ Lease Dates: _____
(from) (to)

Equipment Owner Contact Information: (include name, address, telephone & e-mail information)

Operational Expenses

Operator wages \$ _____ Gas \$ _____ Maintenance \$ _____

Operation Expense Total \$ _____

Trail Development Expenses

Fence Openings No. ____ Amount \$ _____

Gates No. ____ Amount \$ _____

Temporary Bridges..... No. ____ Amount \$ _____

Permanent Bridges No. ____ Amount \$ _____

(Actual Material Cost and Installation Up To Amount Approve by the Review and Selection Committee)
(Attach Explanation and Location Maps)

Easements No. ____ Amount \$ _____

(Actual Cost Approved by Committee)

Other Items No. ____ Amount \$ _____

(List & Explain)

Trail Development Expense Total: \$ _____

Insurance

Program liability insurance \$ _____

Totals

Operation, Trail Development and Insurance Request Total \$ _____

Pre Payment requested: ☐ Yes ☐ No

A copy of the bond isn't necessary at the time of application. Kathleen Moench will ask for this when she sends you the funding agreement.